



STAR ACADEMIES

Nurturing Today's Young People, Inspiring Tomorrow's Leaders

ATTENDANCE AND ADMISSIONS MANAGER

JOB DESCRIPTION

JOB PURPOSE:

To provide strategic leadership and operational management of the attendance and admissions functions of the academy, contributing to a culture of educational excellence, within a caring and secure environment enriched with the values of discipline, mutual care and respect, which extends beyond the academy into the wider community.

JOB SUMMARY:

1. Provide strategic leadership and operational management of the attendance and admissions functions of the school.
2. Improve pupil attendance and punctuality, promoting and supporting high levels of attendance.
3. Play a key role in the safeguarding and wellbeing of all pupils.
4. Management of attendance team.
5. Develop a strong culture of attendance across the school community.
6. Build strong relationships with parents / carers.
7. Create and maintain effective multi-agency working to improve and sustain good attendance to school.
8. Be responsible for the accurate and statutorily compliant maintenance of the attendance registers.
9. Oversee the day-to-day administration of pupils' attendance, providing daily, weekly, half termly, termly reports and analysis of attendance data to the trust and other appropriate partners as required.
10. Oversee administrative and clerical support for all aspects of Student Welfare.
11. Ensure adherence to all trust and department for education attendance guidance and statutory requirements.
12. Work with colleagues, pupils, parents and external agencies to identify and resolve issues that underpin low attendance, putting in place trust procedures and locally innovative solutions to address them.
13. Develop and maintain links with the community, families, feeder primary schools and local authority.
14. Work alongside the Vice Principal for Behaviour and Attitudes to implement the Star Diploma programme, ensuring that pupils are rewarded for attendance.

The Attendance Manager will also act as deputy designated safeguarding lead within the academy and will play a key role in safeguarding pupils where attendance is a concern.

KEY RESPONSIBILITIES AND ACCOUNTABILITIES

1. Maintenance of the Attendance Registers and Processes

- 1.1 Oversee the attendance team's work and contributing to the inputting and analysis of daily absence data, preparation of periodical reports for staff, trust and other partners.
- 1.2 Liaise with parents to query and authorise absences and following up with appropriate actions (both personally and overseeing the delegation of these duties to the attendance team).
- 1.3 Maintain the BROMCOM Attendance module and associated aspects of the BROMCOM behaviour module effectively.
- 1.4 Liaise with the Senior Leadership Team to efficiently processing the administration of extended leave absence requests from parents. Priority action requires SLT involvement.
- 1.5 Liaise closely with the trust's Admissions and Exclusions Team to undertake admission processes and administration including swift action when deletion from roll is required.
- 1.6 Assist in providing advice and support to students to improve their attendance, with particular emphasis on those who have historically been or who are in danger of becoming 'persistent absentees'.
- 1.7 Liaise with pastoral leaders in the development and implementation of attendance initiatives including competitions and rewards.
- 1.8 Liaise with the Careers Lead and Directors of Learning to ensure that pupils who have historically been or who are in danger of becoming persistent absentees are involved in trips and events to help raise their aspirations.
- 1.9 Ensure that the attendance team have a strong understanding of current attendance legislation and legal requirements.
- 1.10 Provide ongoing training and coaching support to the attendance team to ensure that they can complete their roles to a high standard.
- 1.11 Deal with day-to-day queries from families.
- 1.12 Support the admissions process liaising with feeder schools and / or other relevant bodies to gather student information and entering data onto school systems.
- 1.13 Undertake Level 3 safeguarding training and act as a deputy designated safeguarding lead within the academy, attending regular risk register and ESM meetings.
- 1.14 Provide administrative support in organising safety procedures, including fire drills.
- 1.15 Assist staff in contacting parents and pupils where necessary and liaise with staff on outcomes.

2. School Administration

- 2.1 Provide administrative support to the organisation and arrangement of trips and school events, ensuring pupils are effectively registered and correctly coded and accounted for.
- 2.2 Provide business administrative support as identified by the Business Manager or Principal.
- 2.3 Undertake and follow specified administrative procedures and processes in a professional manner.

- 2.4 Minute meetings as required by the school.
- 2.5 Analyse and evaluate data/information and produce reports/information/data as required.
- 2.6 Provide reports as required for the Senior Leadership Team and year teams documenting pupil attendance and other matters, ensuring the availability of appropriate evidence.
- 2.7 Be responsible for keeping and updating records as agreed with other staff, contributing to reviews of systems / records as requested.
- 2.8 Manage manual and computerised record/information system.
- 2.9 Undertake Word and Excel based tasks.
- 2.10 Produce reports/information/data as required.
- 2.11 Establish constructive relationships with parents/carers, exchanging information, facilitating their support for their child's attendance, access and learning and supporting home to school and community links.
- 2.12 Support school initiatives by providing clerical/admin support e.g. dealing with correspondence, compilation/analysis/reporting, making phone calls etc.
- 2.13 Support the admissions process liaising with feeder schools and / or other relevant bodies to gather student information and entering data onto school systems.
- 2.14 Assist with displays across the school.
- 2.15 Undertake administration of any other procedures.
- 2.16 Undertake research and obtain information to allow informed decisions.
- 2.17 Assist with marketing and promotion of the school through school events such as parents' evenings, open days etc.
- 2.18 Support the organisation, retention, protection, retrieval, transfer and disposal of school records.
- 2.19 Maintain manual and computerised records using Management Information Systems.
- 2.20 Respond to staff, pupil, parent and other stakeholder queries in a timely and professional manner.
- 2.21 Ensure that the registration process for fire evacuation is administered in line with the school's fire evacuation policy.

3. Facilities and Estate Management

- 3.1 Be aware of and comply with policies and procedures relating to health and safety, security and reporting all concerns in accordance with school procedures.
- 3.2 Support the safe environment for the stakeholders of the school to provide a secure environment consistent with the ethos of the school and its safeguarding commitments.

4. Relationships and Communication

- 4.1 Liaise with visitors to the school as required.
- 4.2 Respond to staff, student, parent, and other stakeholder queries in a timely and professional manner.
- 4.3 Work with students to improve their attendance through review meetings, support plans and regular contact in school.

- 4.4 Build strong relationships with pupils with low attendance to understand their interests and to liaise with curriculum departments to look at after school clubs or activities which pupils could join to help encourage good attendance.
- 4.5 Ensure all absent pupils receive first day communication to establish the reason for their absence and to support their return to school.
- 4.6 Oversee and participate in the attendance team's strategic home visits to students who are absent.
- 4.7 Liaise with other relevant agencies to ensure that absent students' whereabouts are established quickly.
- 4.8 Oversee and administer 'child missing in education' processes, aligned to trust and DfE guidance promptly and robustly.
- 4.9 Communicate with form tutors, Heads of Year, Senior Leaders and other staff to ensure that students receive support and encouragement with their attendance.

5. Other Responsibilities

- 5.1 Be aware of and comply with policies relating to child protection, health and safety, confidentiality and data protection, reporting all concerns to a nominated person.
- 5.2 Actively promote the ethos of the school within day to day activities, including taking part in lunch and/or break duties
- 5.3 Promote the Trust's vision of 'nurturing today's young people, inspiring tomorrow's leaders'.
- 5.4 Champion the Trust's values of 'Service', 'Teamwork', 'Ambition' and 'Respect'.
- 5.5 Contribute to the wider life of the Trust and the Star community.
- 5.6 Carry out any such duties as may be reasonably required by the Trust.

6. Records Management

- 6.1 All staff who create, receive, and use records in the course of their job are responsible for ensuring that records are managed appropriately. It is therefore likely that this post-holder will have responsibility for record-keeping as part of the role. Employees are required to be conversant with the Trust's policies and procedures on records management.

This appointment is with Star Academies. The job description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future. The appointment is subject to the terms and conditions outlined in the 'Star Academies Contract'



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PERSON SPECIFICATION

			Assessed by:	
No	CATEGORIES	Essential/ Desirable	App Form	Interview/ Task
QUALIFICATIONS				
1.	5 A*- Cs at GCSE including English and Maths.	E	✓	
2.	Degree or significant demonstrable experience in improving attendance in a school setting.	E	✓	✓
3.	Evidence of Continuous Professional Development.	E	✓	
EXPERIENCE				
4.	Experience of working in an administrative setting.	E	✓	✓
5.	Experience of attendance administration.	E	✓	✓
6.	Experience of working in an educational setting.	D	✓	✓
7.	Understanding of the societal challenges facing young people and how these can impact on low attendance and aspirations.	E	✓	✓
8.	Experience of coaching and training a team to deliver targets and meet objectives.	E	✓	✓
9.	Experience of using BROMCOM or other Management Information Systems.	D	✓	✓
10.	A good understanding of the principles underpinning effective performance management.	E	✓	✓
11.	Experience of developing effective administration systems and processes.	E	✓	✓
ABILITIES, SKILLS AND KNOWLEDGE				
12.	Ability to use MS Office software packages such as Word, Excel and Outlook, as well as Explorer and databases.	E	✓	✓
13.	Ability to prioritise, work efficiently and accurately, particularly under pressure, to deadlines and using own initiative.	E	✓	✓

			Assessed by:	
No	CATEGORIES	Essential/ Desirable	App Form	Interview/ Task
14.	Ability to address sensitive matters with a caring manner and maintaining confidentiality at all times.	E	✓	✓
15.	Ability to maintain positive relationships with students, staff, parents and members of the community.	E	✓	✓
16.	Strong verbal and written communication skills.	E	✓	✓
17.	Ability to be creative and dynamic through the introduction of new initiatives and processes to improve attendance.	E	✓	✓
PERSONAL QUALITIES				
18.	A passionate belief in the school's mission statement.	E	✓	✓
19.	Strong team working skills.	E	✓	✓
20.	Highest levels of professional and personal integrity.	E	✓	✓
21.	Excellent interpersonal skills.	E	✓	✓
22.	Personal resilience, persistence and perseverance.	E	✓	✓
23.	Commitment to the pursuit of Continuous Professional Development by oneself and others.	E	✓	✓
24.	A passionate belief in the Trust's vision of 'nurturing today's young people, inspiring tomorrow's leaders'.	E	✓	✓
25.	A strong commitment to the Trust value of 'Service'.	E	✓	✓
26.	A strong commitment to the Trust value of 'Teamwork'.	E	✓	✓
27.	A strong commitment to the Trust value of 'Ambition'.	E	✓	✓
28.	A strong commitment to the Trust value of 'Respect'.	E	✓	✓
29.	Commitment to support Star Academies' agenda for safeguarding and equality and diversity.	E	✓	✓
30.	Sympathetic to and supportive of the Mixed Multi-Academy Trust Model and ethos of the Establishment.	E	✓	✓